

**Council On Aging
Minutes of Board Meeting
October 16, 2012 – Clark Room Town Hall**

The meeting was called to order by Chair, Liz Bishop, at 7:00 PM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Abha Singhal, Lillian DeBenedictis, Liz Thibeault, Jean Sain, Joanne Willens. Board Members Absent: Tom Dunkers, Peggy Hilton, Mary Daigle. Associate Members Present: Natalie Ives. Associate Members Absent: Phyllis Goff, Jim Elgin, Sandy McIlhenny. Staff Members Present: David Klein, Angela Smith, Debbie Farrell. Staff Members Not Present: Peter Cullinane. Friends Rep Present: Kerry Kissinger.

The Chair requested that one vote for accepting all reports be made once all reports were discussed and the Board agreed.

The Secretary's Report – There was no discussion regarding the minutes of the September 18, 2012 Board Meeting Minutes submitted by Elizabeth Acquaviva.

COA Director Report – The September Director's Report was submitted by David Klein. The changes in policies and procedures recommended during a recent audit of the COA Department were discussed. The auditor's requested changes are being implemented.

Treasurer's Report – The Treasurer's reports for July, August and September were submitted by Verna Gilbert. The numbers presented in the budget are now timely. A motion was made by Verna Gilbert to accept the July Treasurer's numbers as amended retroactive to the Treasurer's Report from July. A motion was made by Joanne Willens to accept the August and September Treasurer's Reports as presented.

Social Worker's Report – The September report submitted by Peter Cullinane was discussed.

Outreach Coordinator Report – The September report submitted by Angela Smith was discussed. The need for a tax preparer to prepare taxes for people that are self-employed who might be eligible for fuel assistance was discussed as well as volunteerism as it relates to helping with wreath making, the monthly coffees and breakfasts/luncheons.

Transportation Report – The September report submitted by Debbie Farrell was discussed. The format of the report which now gives a clear picture of van usage was discussed as well as the level of activity in August versus September. Verna Gilbert made motion to accept the September Transportation Report as amended. (A Carlisle resident called for the first time vs. A new Carlisle resident called for the first time.) David addressed a resident's request for transportation that is not currently within the parameters of what we could accommodate. Liz Bishop indicated that the Transportation subcommittee would meet in a couple months to review current costs, staffing, and necessary changes in policy.

A motion was made by Joanne Willens to cast one vote to accept all reports as presented. The motion was accepted.

Friends of COA – Kerry Kissinger spoke of the administrative changes that are taking place such as the change in the Friends' fiscal year to coincide with the COA's to simplify things. They are also updating their Bylaws, which is a requirement of the State every five years, and they are correcting inconsistencies. Fundraising kicks off the first week of December. Letters and flyers will be mailed the end of November. They are hoping for another good fund raising year. Last year was extraordinary due to a single donor making a large donation. Fuel assistance will probably be a bigger issue this year. The teaming up with the Friends by having them supply an insert in the COA December newsletter, which would be the annual town-wide mailing, describing who they are as well as thanking the community for donations was discussed.

COA Trips –Joanne Willens reported that the trip to the Textile Mills was well received. On November 27 there is a trip to the Merrimack Outlets which is a Tuesday when seniors receive a discount. She is rescheduling the Fuller Museum and organizing a trip to the Gardner Museum for up to 40 attendees in May. The Gardner trip will be on a bus.

Minuteman Senior Services – Jean Sain was unable to attend the MMSS meeting. MMSS was having a problem securing Meals on Wheels volunteers. They were represented on Arlington Town Day and Bedford Town Day and managed to secure volunteers. Jean did receive the Director Monthly Highlight Report that indicated changes in frozen meal availability for Meals on Wheels going forward. Angela Smith and Debbie Farrell will investigate how the changes impact Carlisle.

Committee Information/old/New Business:

MA COA Conference - David and Angela attended the conference and found the sessions they attended to be worthwhile. There were four sessions each day except Friday. The networking with other towns' COA staff and the exposure to vendors from various homecare organizations, law firms, newsletter publishers and specialty phone suppliers, to name a few, was helpful. The importance of attending the November 2 Board Training in Littleton for any Board Members who haven't attended a session before was discussed. It is sponsored by the Executive Office of Elder Affairs.

Preliminary Budget Planning - David discussed that the Finance Committee is meeting next month and have indicated their desire to keep the town departments' operational budgets level funded. This doesn't necessarily include increases in compensation for personnel that has been approved through the Personnel Board. Liz Bishop asked Board Members if anything came to mind that should be addressed as it relates to the budget.

Compensation Committee Update – Abha Singhal discussed the process in making the Outreach Coordinator position full-time in FY14. This would include a title change and a grade-level change as well. The Compensation Committee is meeting with the Personnel Board on Thursday evening to discuss the requested changes.

Search Committee Update – Verna discussed the progress in interviewing for a part-time Administrative Assistant. Six resumes were received and four interviews will be conducted. Two of the resumes received came from contacts made at the MCOA conference.

There is a November 13 Special Town Meeting regarding the use of the Goff land. Elizabeth Barnett, Housing Coordinator, would like to know if the COA Board supports the group home being proposed on the Goff land. It could impact the services we provide. The majority of the Board present at tonight's meeting had no objections with the use of land for a group home.

The possible change in Bylaws was discussed.

Meeting Adjourned at 8:30 PM. **Next Meeting: November 20, 2012 at 10:35 AM Clark Room - Town Hall.**

Elizabeth Acquaviva
Secretary, COA Board